



COUNTY OF LOS ANGELES

Public Health

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April 13, 2015

TO: Cynthia A. Harding, M.P.H.
Chief Deputy Director

FROM: Suzanne Bostwick
Interim Director, MCAH Programs

SUBJECT: **REQUEST FOR SOLE SOURCE CONTRACT WITH THE PASADENA
HEALTH DEPARTMENT**

This is to request your concurrence for a sole source contract with the Pasadena Public Health Department to assist the Department in providing Black Infant Health (BIH) services.

Background

On October 28, 2014, the State MCAH/BIH Program staff notified each of the Local Health Jurisdictions (LHJs) that the BIH funding for the statewide program would be recalculated to update the distribution of funding based on the latest data for African American births. CDPH released a Request for Supplemental Information (RSI) to the LHJs in February 2015. As a result, LAC was notified of a new funding allocation to begin on July 1, 2015.

As part of the State's recalculations for LHJs, the Pasadena Public Health Department was no longer eligible to directly receive BIH funding from CDPH. The calculations were based on the number of AA births within a LHJ with an average of 1,500 over the past 3 years; Pasadena did not obtain that minimum. The other jurisdictions that will no longer be directly funded are the city of Berkeley and San Mateo County. State MCAH/BIH approached LAC to determine if DPH would be willing to include the Pasadena Public Health Department as a subcontractor to provide services in Pasadena and the surrounding area in SPA 3, including the cities of Altadena, Monrovia, Duarte, and South Pasadena.

The Pasadena Public Health Department staff has been providing BIH services to the communities surrounding Pasadena for over 26 years. Pasadena implemented the State's "new" BIH facilitated curriculum including classes and workshops. The BIH program in Pasadena is partially funded by First 5LA as is the city of Long Beach.

In order to maintain the BIH Program comprehensive in LAC and continue to offer BIH services to potential clients in the Pasadena area, the Department requests to enter into a sole source contract with the Pasadena Public Health Department.

Services to be provided

See Attachment I Pasadena Scope of Work, FY 2015-16

Term of services

July 1, 2015 through June 30, 2016 with an option to extend annually based on availability of funds and contractor performance.

Funding and Funding Source Approval

Funding will be 100% offset by CDPH BIH grant funds, CDPH federal Title V and Title XIX funds.

The total cost of the Pasadena contract is \$ 208,919 per year 100% funded by CDPH, with no net County cost based on availability of funds.

Justification

The Pasadena Public Health Department, as its own Local Health Jurisdiction has a history of providing reliable services. As one of the first implementers of the state's new model, they would be able to assist LAC overcome initial barriers in rolling out the program for DPH/LAC. In order to maintain the same high-level of programmatic expertise and fiscal efficiency, and meet all requirements, including the goals and objectives of the BIH scope of work.

As a current *Healthy Kids Outreach Partnership* contractor, the Pasadena Public Health Department continues to provide services as a reliable contractor.

The Pasadena Public Health Department is uniquely positioned to reach the intended target audience as the only entity in Los Angeles County implementing the new programmatic model reaching African American women in the Pasadena area.

Agency information

For 120 years, the Pasadena Public Health Department has been responsible for helping protect, maintain and improve the health of the Pasadena community. The Pasadena Public Health is one of only three cities in the state of California that maintains its own independent local health jurisdiction with responsibility for a wide variety of services that support the three core public health functions of assessment, policy development and assurance.

In accordance with County of Los Angeles Public Health Policy No. 129, the Maternal, Child and Adolescent Health Program collected and analyzed documentation, and conducted reference checks to determine the quality, fitness, programmatic and financial capacity of the Pasadena Public Health Department in order to satisfactorily perform the services within the contract.

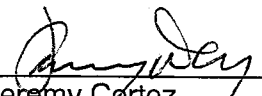
The following documentation was submitted by the Pasadena Public Health Department and reviewed by MCAH:

1. Organization Questionnaire/Affidavit and Required Supporting Documentation
2. List of Terminated Contracts
3. List of Pending Litigations and Judgments
4. Certification of No Conflict of Interest
5. Certification of Familiarity with the County Lobbyist Ordinance
6. EEO Certification
7. Attestation of Willingness to Consider GAIN/GROW Participants
8. Employee Jury Service Program – Certification Form and Application for Exception
9. Charitable Contributions Certification
10. Certification of Compliance with the County's Defaulted Property Tax Reduction Program

The Contract Monitoring Division (CMD) of DPH conducted an analysis of financial statements for the Pasadena Public Health Department. CMD reviewed the most current and prior two fiscal years financial statements to calculate five financial measures in order to make a recommendation. The recommendation was based on the financial strength and capability of the proposed contractor in the provision of required services throughout the term of any resultant Contract, as well as evidence of the Company's capability to absorb all costs related to the provision of services for a minimum of sixty (60) days, during any resultant Contract. As a result, the Pasadena Public Health Department financial statements received a score of **90 on a 100 point scale**. A passing score is 65% or higher. Therefore, the Pasadena Public Health Department has demonstrated financial strength and capability.

The combination of its well established infrastructure, and previous experience and reputation as a successful contractor with CDPH, justify the selection of the Pasadena Public Health Department for this sole source contract.

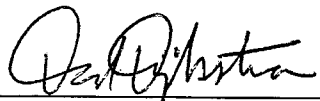
NOTED AND APPROVED:



Jeremy Cortez
Director of Finance
Department of Public Health

4-20-15

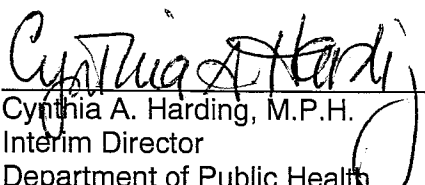
Date



David Dykstra
Administrative Deputy
Department of Public Health

4/21/15

Date



Cynthia A. Harding, M.P.H.
Interim Director
Department of Public Health

4/21/15

Date

Cynthia A. Harding
April 13, 2015
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